

**BOARD OF SELECTMEN
SEPTEMBER 6, 2011**

I. Call to Order/Roll Call

Chairman Brian Major called the meeting of the Board of Selectmen to order at 7:07 P.M. in the School Committee Room in the School Administration Building. Present were: Chairman Major and Selectmen Mary Lyman, Ted Teichert, Alex Vispoli and Paul Salafia. Also present were: Town Manager Buzz Stapczynski and Assistant Town Manager Steve Bucuzzo. The meeting was duly posted and cable-cast live.

II. Opening Ceremonies

Chairman Major asked for a Moment of Silence followed by the Pledge of Allegiance.

III. FY-2011 Town Manager's Goals

Chairman Major facilitated a review of the goals established for the Town Manager for FY-2011 and the discussion and determination on the degree of accomplishment for each goal.

The goals for FY-2011: 1. Hire a CIO to implement the combining of the Town/School Technology Departments. 2. Develop a process and implement a performance appraisal evaluation. 3. Construct the FY-12 budget using zero free cash. 4. To achieve a \$100,000 sustainable reduction in salaries. 5. Identify three opportunities for outsourcing and prioritization of services.

The Board discussed the goals individually to measure the level of accomplishment and to that end, assigned percentage points to each goal.

Goal 1: Hire a CIO – it was agreed that the expectations for this goal were fully accomplished by the Town Manager; a new Technology CIO was hired, a multi-year plan implemented, and accomplished with zero increase in dollars.

Goal 2: Performance Appraisals – the Town Manager created and implemented the performance appraisals beginning with the Department Heads this year. All Department Heads have submitted their appraisals and the Town Manager has written their evaluations. The Board asked for a copy of the self-assessment tool. It was agreed that the Town Manager fully accomplished this goal.

Goal 3: Free Cash – The FY-12 Budget was developed with zero use of Free Cash and although it did cause budget constraints, the goal was achieved. Selectman Major pointed out that this was the 2nd consecutive year that the budget was built without the use of Free Cash which is not an easy thing to do and the Town Manager and his team should be commended for this accomplishment. It was determined that the Town Manager fully accomplished this goal.

Goal 4: Management of Dept Consolidation and Restructure – through management of debt consolidation and restructuring, the goal was to build a budget with the sustainable reduction of \$100,000 tied to payroll costs. The Town Manager's report listed a number of departments that participated in reduction and reorganization contributing to a salary savings of \$86,000.

The Board discussed the term of sustainable salary savings and debated if it should include benefits or strictly salary. With benefits, the savings would be \$108,000 meeting 100% of the goal. It was decided that the goal was specific in that it be strictly salary

related. It was determined the Town Manager met 86% of this goal.

Goal 5: Outsourcing – The Town Manager provided four attainment reports defining what needs to be done to bring the items listed for outsourcing to a point of decision. The four areas include: print services, payroll for both town/school, work order system for customer requests, and transferring of school custodians to the Plant & Facilities Department. It was determined that the Town Manager fully accomplished this goal.

The five goals are worth 20 percentage points each. Based on calculations, Goal 1, 2, 3, and 5 being fully accomplished met the grade of 20 points each; with Goal 4 being valued at 17 points. The level of attainment for all five goals is 97%. The evaluation model is based on the following:

<u>Level of accomplishment</u>	<u>Merit Increase</u>	<u>Bonus</u>
100%	2.5%	1.5%
80%	2.0%	1.0%
60%	1.0%	0.5%
Less than 60%	0%	0%

The total of 97% falls in the 80% range of level of accomplishment for a 2% raise and a 1.0% bonus.

Selectman Lyman motioned for the Board to approve a rating of 97% on attainment of FY-2011 Goals. The motion was seconded by Selectman Salafia and unanimously approved.

Selectman Vispoli motioned that the access level of attainment is in the 80 percent bracket and therefore the Board approves an increase of 2% with a bonus of 1% for the Town Manager for FY-2011. The motion was seconded by Selectman Lyman and unanimously approved.

The Town Manager noted that he does not agree with the decision to be rated on an 80% level of accomplishment when he achieved 97% of the FY-2011 goals.

IV. Town Accountant

The Board would like to have additional time for the sub-committee to review the goals for the Town Accountant and agreed to table the discussion.

V. FY-2012 Goals & Objectives Work Session

The Board reviewed goals under consideration for the FY-2012 year which include the reduction in sustainable salary of the Town Budget; Debt Capacity Analysis, DPW & Plant and Facilities Organizational Study; and Service Consolidation.

Sustainable Salary – The concept for the reduction in sustainable salary was discussed, if it should be benefits and salary combined, or a separate goal for benefits and salary and agreed the goal should be broken into two goals: sustainable salary, and benefits savings (health care only) and to let the Town Manager come back with more information and to continue the discussion.

Debt Capacity Analysis – The Board talked about the current level of what the existing debt looks like over the next ten years, if a meeting with a third party should be arranged to explain what the benchmarks and key drivers are, if they should create a new policy for debt, and establish a ten-year review for each proposed project to determine how it

fits into current debt and what the impact will be over the next ten years. The cost proposal of each project should include capital and operating costs. All of this information would help to build an overall plan and standardized process.

The Town Manager stated that the budget is a multi-month exercise culminating at Town Meeting.

The Board agreed to bring in a third party for outside input, to look at current debt, future debt, and the impact of the seven proposed projects including maintenance, building and operating costs.

DPW & Plant & Facilities Study – The study is complete and it was agreed this should be moved to FY-13 goals.

Consolidated Services – The Board talked about how to measure this goal and what the final determination would be. They discussed the implementation of four action plans from the FY-11 goals for outsourcing/consolidation.

The Board will meet on September 12th to finalize the goals for FY-12, define the weight of each goal, and the payout schedule.

VI. Adjournment

On a motion by Selectman Lyman with a second by Selectman Salafia, it was unanimously voted to adjourn the meeting at 9:35 P.M.

Respectfully submitted,

Dee DeLorenzo
Recorder